

**Office of Executive Inspector General
Springfield Division
Position Description
Supervising Investigator**

Posting Date: June 9, 2014
Posting Close Date: Open until position is filled
Salary Range: \$3,750.00 to \$7,083.50 Monthly

POSITION SUMMARY: Subject to the management approval of the Executive Inspector General and under the direction of the Deputy Inspector General and/or Deputy Inspector General and Chief of Springfield Division and/or First Deputy Inspector General and/or Chief of Staff, serves as Supervising Investigator (SI). The incumbent is responsible for ensuring that investigative and legal reports are well-written, accurate, concise, thorough, timely, and of publishable quality; spends a majority of time on report review, editing, and advising subordinates on organization and incorporation of relevant information. Leads, motivates, organizes, directs, guides, mentors, and coaches all members of the investigative team to drive optimal productivity, quality, consistency, timeliness, accuracy, and appropriate prioritization of assignments. Responsible for the development of investigative strategies, and the implementation of policies and procedures. This position involves working with information of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

ESSENTIAL RESPONSIBILITIES:

1. Assigns cases to subordinate staff, helps to develop a sound investigative plan and sets priorities as required. Conducts regular team and individual meetings with staff to provide open communications of agency directives, objectives, and expectations.
2. Supervises investigative team to assess strategy and ensure proper application of policies and procedures, state and federal laws, statutes, and rules for all investigations. Manages the team to drive optimal productivity, quality, consistency, timeliness, accuracy, and prioritization of assignments.
3. Ensures efficiency and effectiveness of investigations, conducting and/or assisting subordinate staff with the interviews of subjects, targets, witnesses, or other individuals.
4. Reviews investigations to ensure that the investigation has been conducted in a thorough and complete manner; requests additional legal research, information, documentation, or investigative work based upon determination of a need for collection of further relevant evidence, as required.
5. Reviews and edits reports documenting investigative activities; reviews and provides input on summary reports in order to ensure that they are complete, accurate, and comport with governing law and OEIG procedures.
6. Directs and guides subordinate staff in the resolution of issues that arise during investigations.
7. Manages and oversees the use of all vehicles and other equipment used by the investigative team.
8. Coordinates joint investigations and operations with law enforcement and/or state agencies as required.
9. Directs, guides, and administers activities of subordinate staff.
10. Reviews and provides input on operational and metric reports, including but not limited to overaged reports and investigative status reports, and logs regarding pending caseloads.
11. Evaluates the progress and ensures development of subordinate staff through training, guidance, and mentoring. Ensures timely compliance of all personnel policy matters, including but not limited to time sheets, attendance records, training initiatives, and professional development.
12. Prepares performance evaluations of subordinate staff and provides feedback on performance. In consultation with the Director of Human Resources, establishes and implements corrective action plans and imposes discipline as necessary.

ADDITIONAL RESPONSIBILITIES:

1. May serve as backup for senior management as required.
2. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Deputy Inspector General – Investigations and/or Deputy Inspector General and Chief of Springfield Division and/or First Deputy Inspector General

SUBORDINATE POSITIONS: Assistant Inspectors General, Investigators, Senior Paralegals, Administrative Assistants

MINIMUM REQUIREMENTS:

- bachelor's degree in law, criminal justice, government or public or business administration or a related area of study or demonstrated knowledge, skill, and mental development and equivalent experience to four years of college;
- minimum of five years of professional investigative experience in a public or private organization;
- minimum of four years of prior progressive supervisory experience is desirable;
- advanced degree in a field related to investigations or law enforcement is desirable;
- extensive technical knowledge of investigative techniques, practices, and concepts with additional focus on the areas of malfeasance and conflicts of interest;
- excellent interpersonal, analytical, research, writing, organizational, presentation, and communication skills;
- ability to manage multiple concurrent projects;
- high ethical standards and ability to work with sensitive and confidential materials;
- ability to handle and resolve ambiguous situations and issues;
- ability to exercise independent judgment and make sound decisions effectively;
- valid driver's license and ability to travel in the course of work, including overnight travel;
- flexibility to work independently and in a team environment; and
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook, PowerPoint) and internet applications.

JOB STATUS: Full-time, FLSA exempt. This position is also exempt from the State of Illinois Personnel Rules.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.

LOCATION: The position is located in our Springfield office at 607 East Adams Street.

HOW TO APPLY:

(Note: The OEIG is a non-code state agency)

Visit our website at www.inspectorgeneral.illinois.gov. Qualified applicants should download the OEIG employment application and submit the completed application, resume, and cover letter to the OEIG Human Resources Division, 69 West Washington Street, Suite 3400, Chicago, IL 60602. Contact: Human Resources Division – 312.814.1789.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.